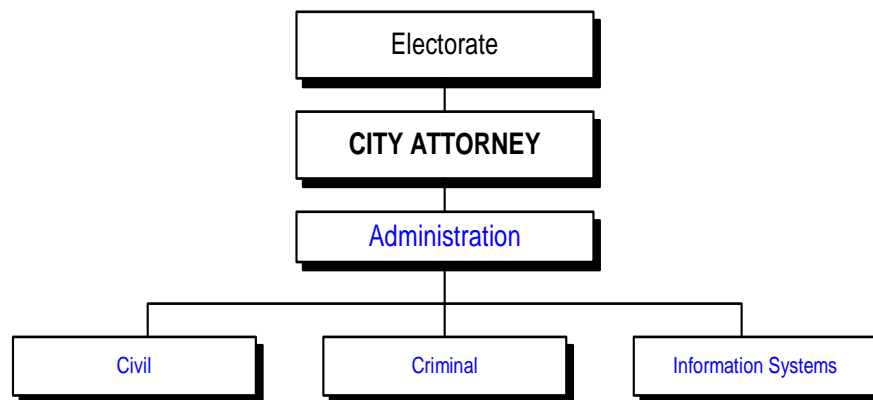


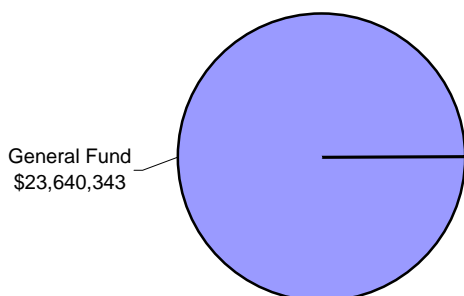
## mission statement

The City Attorney serves San Diego as the chief legal advisor and misdemeanor prosecutor. Dedicated to a philosophy of proactive, early intervention lawyering and committed to community outreach, the City Attorney provides legal guidance and support for elected City officials, City departments, and boards and commissions; represents the City before judicial and administrative bodies in civil proceedings; and prosecutes misdemeanor crimes.

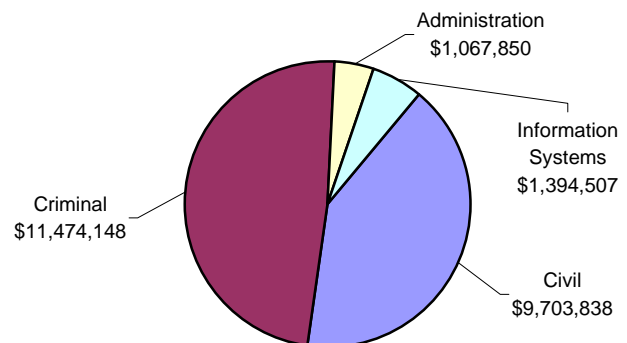
web address: <http://www.ci.san-diego.ca.us/city-attorney/>



source of funding



allocation of funding



# City Attorney

city attorney department summary			
	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Positions	269.50	283.09	287.97
Personnel Expense	\$ 18,942,408	\$ 19,884,700	\$ 21,604,483
Non-Personnel Expense	1,880,379	2,011,585	2,035,860
<b>TOTAL</b>	<b>\$ 20,822,787</b>	<b>\$ 21,896,285</b>	<b>\$ 23,640,343</b>

The City Attorney's Office is divided into the Civil and Criminal Divisions to best serve the needs of San Diego. The Civil Division defends the City against complex, multimillion-dollar lawsuits to save taxpayers money and protect the City from frivolous or self-serving legal challenges that paralyze progress. The Criminal Division team protects the safety and quality of life of the people of San Diego by insuring that criminals who harm our citizens and our communities are held accountable.

## department staffing

### GENERAL FUND

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Civil	100.25	111.84	114.72
Criminal	152.25	154.25	156.25
Administration	12.00	12.00	12.00
Information Systems	5.00	5.00	5.00
<b>TOTAL</b>	<b>269.50</b>	<b>283.09</b>	<b>287.97</b>

## department expenditures

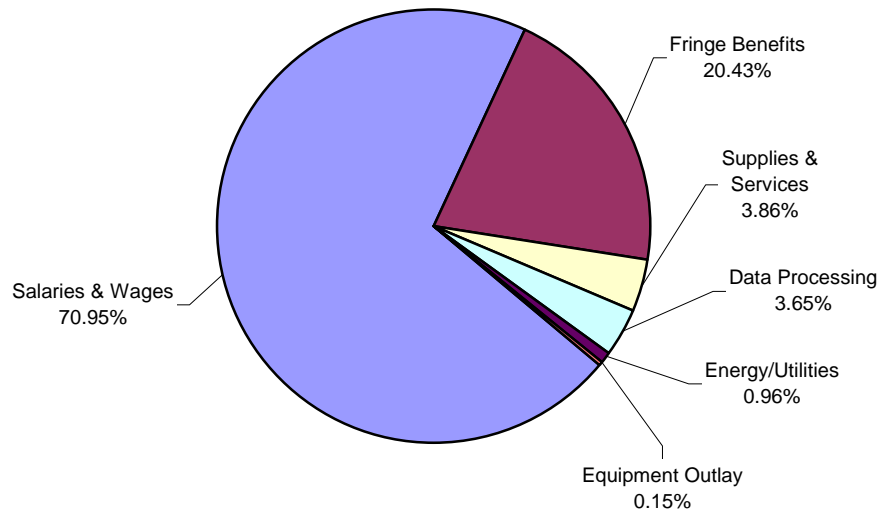
### GENERAL FUND

	FY 1999	FY 2000	FY 2001
Civil	\$ 9,577,526	\$ 9,405,382	\$ 9,703,838
Criminal	9,048,103	11,221,268	11,474,148
Administration	989,144	985,077	1,067,850
Information Systems	1,208,014	284,558	1,394,507
<b>TOTAL</b>	<b>\$ 20,822,787</b>	<b>\$ 21,896,285</b>	<b>\$ 23,640,343</b>

## expenditures by category

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
<b>PERSONNEL</b>			
Salaries & Wages	\$ 14,756,958	\$ 15,400,701	\$ <b>16,773,640</b>
Fringe Benefits	4,185,450	4,483,999	<b>4,830,843</b>
<b>SUBTOTAL PERSONNEL</b>	<b>\$ 18,942,408</b>	<b>\$ 19,884,700</b>	<b>\$ 21,604,483</b>
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ 816,892	\$ 908,178	\$ <b>912,378</b>
Data Processing	777,840	830,585	<b>862,138</b>
Energy/Utilities	242,287	238,121	<b>226,643</b>
Equipment Outlay	43,360	34,701	<b>34,701</b>
<b>SUBTOTAL NON-PERSONNEL</b>	<b>\$ 1,880,379</b>	<b>\$ 2,011,585</b>	<b>\$ 2,035,860</b>
<b>TOTAL</b>	<b>\$ 20,822,787</b>	<b>\$ 21,896,285</b>	<b>\$ 23,640,343</b>

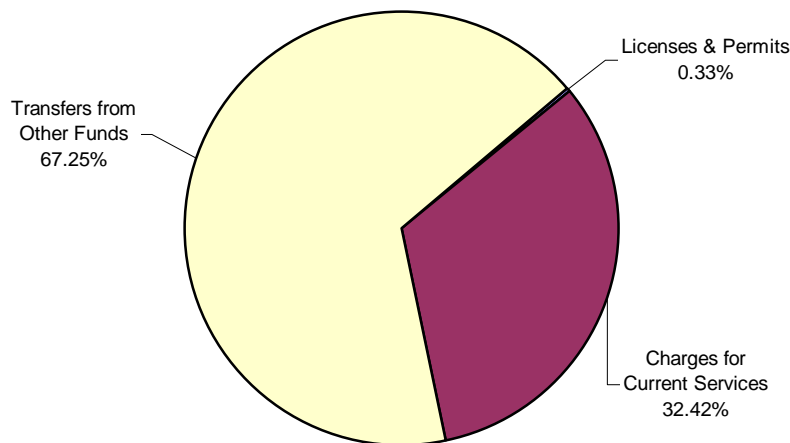
**FY 2001**



## revenue generated by category

	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 PROPOSED
Licenses & Permits	\$ 15,046	\$ 8,000	\$ 12,000
Fines, Forfeitures & Penalties	257,543	4,000	-
Charges for Current Services	995,323	1,075,758	1,190,003
Other Revenues	-	200	-
Transfers from Other Funds	2,142,334	2,024,481	2,467,791
<b>TOTAL</b>	<b>\$ 3,410,246</b>	<b>\$ 3,112,439</b>	<b>\$ 3,669,794</b>

The City Attorney's Civil Enforcement Unit has collected more than \$1,300,000 from people or organizations that have been deficient in paying City taxes, rents, loans, fees, or penalties since Fiscal Year 1998.



## Did you know . . . ?

In 1999 the Consumer and Environmental Protection Unit obtained judgments requiring defendants, who deal unlawfully in consumer transactions or who pollute our air, land, and water, to pay more than \$1.2 million in costs and penalties, with nearly \$312,000 paid to the City of San Diego.

On January 1, 2000 the Land Development Code, a comprehensive update of the City's laws regulating use and development of property in the City, took effect. The City Attorney's Office has worked closely with other City staff on this project, which creates a more consistent, user friendly document to help guide land use in San Diego in the 21<sup>st</sup> century.

## significant budget adjustments

	POSITIONS	COST
Personnel expense adjustments <sup>(1)</sup>	0.00	\$1,410,000
Staffing and support for Planning and Development Review <sup>(2)</sup>	2.16	\$179,000
Additional staffing and support for MWWD <sup>(2)</sup>	1.33	\$125,000
Staffing and support for Domestic Violence and Child Abuse program	2.00	\$100,000
Additional staffing and support for Water Department <sup>(2)</sup>	0.66	\$47,000
Automated support for department and Citywide information systems	0.00	\$4,000
Onetime staffing for Year 2000 project for Information Technology and Communications Department	(1.27)	(\$119,000)
Supplies and services	0.00	(\$2,000)

<sup>(1)</sup> Adjustments to reflect the annualization of the Fiscal Year 2000 salary increases, Fiscal Year 2001 negotiated salary increases, average salaries, and fringe benefits.

<sup>(2)</sup> Reimbursable Program.

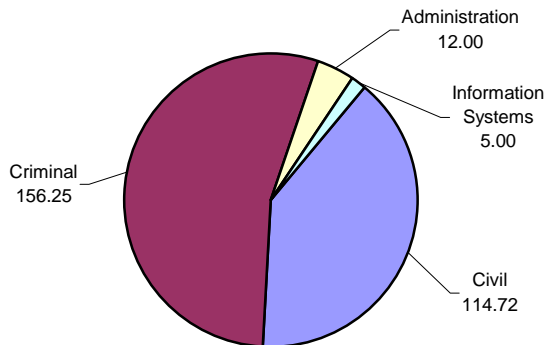
## Did you know . . . ?

In 1999 the U. S. Department of Justice awarded the City Attorney's Office a grant of \$225,000 to develop a community court in the Mid-City area of San Diego. This court will address quality-of-life crimes and will partner with the City Attorney's Neighborhood Prosecution efforts and with law enforcement and the community to insure a more responsive criminal justice system.

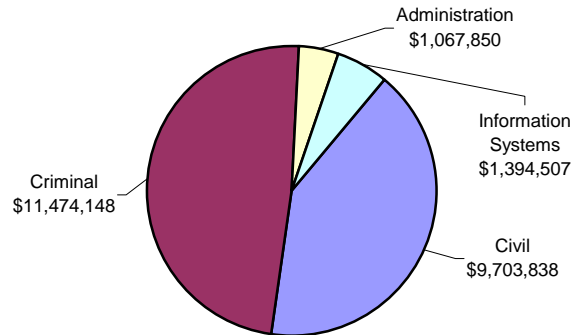
# City Attorney

## department allocation

allocation of positions



allocation of funding



## performance measures



### Trial Unit

To defend and represent the City and its employees and officials before state and federal courts and administrative bodies and to assist the City Treasurer Office and City Departments in recovery of money owed to the City.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
<b>Input</b>				
	\$3,681,042	\$3,897,193	\$3,425,737	\$3,485,506
<b>Output</b>				
# of cases sent to litigation	325	353	320	330
<b>Internal Outcome</b>				
% of cases seeking monetary damages settled favorably to the City	90%	100%	100%	100%
<b>External Outcome</b>				
% of awards paid by the City vs. plaintiff's original demand	N/A	2%	2%	2%
<b>Efficiency</b>				
Ratio of City Attorney services' cost to private attorney services' cost (in dollars)	0.46/1.00	0.54/1.00	0.51/1.00	0.45/1.00

## performance measures

## civil

**Public Policy Unit**

To provide legal advice and counsel and prepare legal documents for the Mayor, City Council, City Clerk, City Auditor and Comptroller, City departments, boards and commissions in a timely manner.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
<b>Input</b>				
	\$177,132	\$228,562	\$512,897	\$401,746
<b>Output</b>				
# of requests for attorney review of resolutions, ordinances, Council actions and City Manager's actions	2,341	2,274	2,200	2,200
<b>Internal Outcome</b>				
% of work product submitted on time	95%	95%	95%	95%
<b>External Outcome</b>				
Average response time (in days) for attorney review				
Resolutions	1	1	1	1
Ordinances	7	7	7	7
<b>Efficiency</b>				
Average cost per request for attorney review	\$76	\$101	\$233	\$183

## civil

**Public Works Unit**

Provide legal advice and proactive support to City departments engaged in Capital Improvements Program (CIP) projects.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
<b>Input<sup>(1)</sup></b>				
	\$182,000	\$295,515	\$304,653	\$299,875
<b>Output</b>				
# of CIP construction projects supported	130	165	160	150
<b>Internal Outcome</b>				
# of alternative dispute resolutions supported	20	25	23	23
<b>External Outcome</b>				
# of supported CIP projects completed without litigation	125	140	137	130
<b>Efficiency</b>				
Average cost per CIP project supported	\$1,400	\$1,791	\$1,904	\$1,999

<sup>(1)</sup> Input only includes personnel and related non-personnel costs for CIP support for Engineering and Capital Projects Department.

## performance measures

### criminal

#### Misdemeanor Prosecution Unit

To obtain a conviction or favorable finding in cases prosecuted and not dismissed in the interests of justice.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
<b>Input</b>				
	\$5,410,883	\$5,448,765	\$7,037,243	\$7,148,246
<b>Output</b>				
# of cases tracked	43,036	40,001	40,000	40,000
<b>Internal Outcome</b>				
# of cases involving appearance by the defense	39,599 <sup>(1)</sup>	37,368 <sup>(1)</sup>	35,000	35,000
<b>External Outcome</b>				
# of cases issued	32,914	36,513	37,000	37,000
% of cases resulting in a conviction or favorable finding	96%	98%	85%	85%
<b>Efficiency</b>				
Average cost per case tracked	\$126	\$136	\$176	\$179

<sup>(1)</sup> Includes cases from prior years and multiple court appearances by defendants.

### criminal

#### Code Enforcement Unit

Effectively enforce land use regulations by obtaining favorable results (compliance) in code violation cases.

	FY 1998 Actual	FY 1999 Actual	FY 2000 Budget	FY 2001 Proposed
<b>Input<sup>(1)</sup></b>				
	\$693,512	\$750,335	\$772,722	\$783,448
<b>Output</b>				
# of cases referred for City Attorney action	180	158	170	170
<b>Internal Outcome</b>				
% of cases resolved through office hearing, demand letter, or mediation	N/A	38%	25%	15%
<b>External Outcome</b>				
% of cases resulting in favorable results	95%	100%	95%	95%
<b>Efficiency</b>				
Average cost per case referred	\$3,853	\$4,749	\$4,545	\$4,609

<sup>(1)</sup> Input includes costs for Code Enforcement support and excludes costs for the Drug Abatement Response Team (DART).



## description and salary schedule

## civil

The Civil Division provides ongoing legal guidance and support to the Mayor, City Council, City Clerk, City Auditor and Comptroller, City departments, Council committees, Planning Commission, Housing Authority, and Redevelopment Agency. The Civil Division is organized into four units – Employment and Safety Services, Public Works, Real Property, and Trial – and a Public Policy Team. Civil Division deputies advise on matters ranging from managing a City workforce of 10,000 employees, acquiring, using, and regulating City lands, to financing and constructing the City's multi-million dollar public works projects. The Civil Division staff is dedicated to handling disputes from their earliest stages through trials and appeals in a proactive, efficient, and effective manner.

CLASS		POSITION YEARS		SALARIES AND WAGES	
NUMBER	POSITION TITLE	FY 2000	FY 2001	CLASS	TOTAL
1105	Administrative Aide I	1.00	1.00	\$ 37,260	\$ 37,260
1218	Associate Management Analyst	1.00	1.00	54,267	54,267
1535	Clerical Assistant II	1.00	1.00	29,696	29,696
1577	Legal Secretary	22.96	23.48	42,853	1,006,182
1596	City Attorney Investigator	9.25	10.75	55,006	591,313
1598	Legal Assistant	8.50	5.49	51,623	283,413
1728	Principal Atty Investigator	2.38	1.00	66,778	66,778
1746	Word Processing Operator	5.50	5.75	31,157	179,155
1820	Senior Legal Secretary	3.00	3.00	47,722	143,167
1822	Senior Legal Assistant	1.00	5.00	57,329	286,646
1885	Senior Atty Investigator	2.00	2.00	60,704	121,407
1924	Investigation Support Manager	1.00	1.00	60,402	60,402
2106	Assistant City Attorney	2.00	2.00	129,260	258,519
2151	Deputy City Attorney	51.25	52.25	79,724	4,165,603
	Temporary Help				14,139
	Overtime Budgeted				6,788
<b>TOTAL</b>		<b>111.84</b>	<b>114.72</b>	<b>\$ 7,304,735</b>	

# City Attorney

## description and salary schedule

### criminal

The Criminal Division prosecutes misdemeanors committed within the City of San Diego. These include violations of state and local laws, such as driving under the influence of alcohol or drugs, child abuse and domestic violence, theft offenses, sex crimes, gangs and graffiti crimes, zoning and buildings code violations, consumer and environmental crimes, and many others. Prosecutors in the Screening and Arraignment, Neighborhood Prosecution, Trial, and Appellate Units handle the majority of the more than 50,000 cases reviewed each year. Prosecutors also work in three specialized units, i.e., Consumer and Environmental Protection, Code Enforcement, and Child Abuse and Domestic Violence. The Criminal Division protects the safety and quality of life of the people of San Diego by intervening to stop criminal conduct at the misdemeanor level. This work insures that people who break the law are held accountable for their conduct and receive appropriate punishment and rehabilitation.

CLASS		POSITION YEARS		SALARIES AND WAGES	
NUMBER	POSITION TITLE	FY 2000	FY 2001	CLASS	TOTAL
1105	Administrative Aide I	1.00	1.00	\$ 37,260	\$ 37,260
1132	Assistant Management Analyst	2.00	2.00	42,550	85,099
1218	Associate Management Analyst	1.00	1.00	54,267	54,267
1236	Auto Messenger	1.00	1.00	25,626	25,626
1386	Court Support Clerk I	11.00	10.00	31,241	312,409
1388	Court Support Clerk II	7.00	10.00	32,987	329,869
1402	Document Input Clerk (Term)	2.00	2.00	31,085	62,170
1415	Dispute Resolution Officer	1.00	1.00	53,913	53,913
1535	Clerical Assistant II	26.50	24.50	29,696	727,549
1577	Legal Secretary	11.50	11.50	42,853	492,806
1596	City Attorney Investigator	9.00	8.00	55,006	440,047
1598	Legal Assistant	5.00	5.00	51,623	258,117
1726	Principal Clerk	1.00	1.00	43,390	43,390
1746	Word Processing Operator	5.50	5.50	31,157	171,366
1776	Public Information Clerk	1.00	1.00	34,436	34,436
1820	Senior Legal Secretary	1.00	1.00	47,722	47,722
1822	Senior Legal Assistant	1.00	1.00	57,329	57,329
1879	Senior Clerk/Typist	7.00	7.00	36,878	258,144
1885	Senior Atty Investigator	1.00	2.00	60,704	121,407
1983	Victim Services Coordinator	1.00	3.00	36,705	110,116
2106	Assistant City Attorney	2.00	2.00	139,299	278,599
2151	Deputy City Attorney	55.75	55.75	79,724	4,444,639
	Industrial Leave				1,252
	Temporary Help				6,610
	Overtime Budgeted				5,584
	<b>TOTAL</b>	<b>154.25</b>	<b>156.25</b>	<b>\$ 8,459,726</b>	

## description and salary schedule

## administration

The City Attorney and the Executive Assistant City Attorney provide legal guidance and support to the Mayor, City Council, Council committees, City Manager, and City departments. The City Attorney and the Executive Assistant City Attorney lead the direction of the office and manage the staff.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES		
		FY 2000	FY 2001	CLASS		TOTAL
1218	Associate Management Analyst	1.00	1.00	\$ 54,267	\$	54,267
1535	Clerical Assistant II	2.00	2.00	29,696		59,393
1648	Payroll Specialist II	1.00	1.00	32,741		32,741
1820	Senior Legal Secretary	1.00	1.00	47,722		47,722
1867	Librarian III	1.00	1.00	55,110		55,110
1917	Supervising Management Analyst	1.00	1.00	66,322		66,322
2001	City Attorney	1.00	1.00	137,043		137,043
2106	Assistant City Attorney	1.00	1.00	143,420		143,420
2185	Senior Legal Intern	1.00	1.00	37,779		37,779
2205	Conf Secretary To City Atty	1.00	1.00	57,900		57,900
2214	Deputy Director	1.00	1.00	93,048		93,048
	<b>TOTAL</b>	<b>12.00</b>	<b>12.00</b>		<b>\$</b>	<b>784,745</b>

## information systems

The City Attorney's Information Systems Team provides technical assistance and user support. The team prepares and monitors the data processing budget and service agreements, plans and coordinates new system development, and maintains and enhances existing systems. The team also acts as the liaison between the City Attorney's Office, San Diego Data Processing Corporation, other law enforcement agencies, courts, and outside vendors for data processing and telecommunication services.

CLASS NUMBER	POSITION TITLE	POSITION YEARS		SALARIES AND WAGES		
		FY 2000	FY 2001	CLASS		TOTAL
1348	Information Systems Analyst II	2.00	1.00	\$ 52,755	\$	52,755
1349	Info Systems Analyst III	0.00	1.00	58,606		58,606
1401	Information Systems Technician	2.00	2.00	41,689		83,377
1535	Clerical Assistant II	1.00	1.00	29,696		29,696
	<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>		<b>\$</b>	<b>224,434</b>

## five-year revenue and expenditure forecast

	<b>FY 2001 PROPOSED</b>	<b>FY 2002 FORECAST</b>	<b>FY 2003 FORECAST</b>	<b>FY 2004 FORECAST</b>	<b>FY 2005 FORECAST</b>
Positions	<b>287.97</b>	287.97	283.47	283.47	283.47
Personnel Expense	<b>\$ 21,604,483</b>	\$ 22,252,618	\$ 22,593,533	\$ 23,271,339	\$ 23,969,479
Non-Personnel Expense	<b>2,035,860</b>	2,096,936	2,144,957	2,209,306	2,275,585
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,640,343</b>	\$ 24,349,554	\$ 24,738,490	\$ 25,480,645	\$ 26,245,064
<b>TOTAL REVENUE</b>	<b>\$ 3,669,794</b>	\$ 3,779,888	\$ 3,551,734	\$ 3,658,286	\$ 3,768,035

A 3% inflation rate has been applied to the Fiscal Year 2002 – Fiscal Year 2005 expenses and revenue.

### Fiscal Year 2002

No major projected requirements.

### Fiscal Year 2004 – Fiscal Year 2005

No major projected requirements.

### Fiscal Year 2003

Reduction of 4.50 positions and support for Metropolitan Wastewater Department construction litigation service.

## Did you know ...?

In 1999 four advocates in the City Attorney's Victim/Witness Information Program assisted more than 10,000 victims of domestic violence and other violence, including vandalism and sex crimes, by providing them with support, information about their cases, and referrals to social service agencies.